

CITY OF DOVER PLANNING DEPARTMENT **SITE PLAN REVIEW CHECKLIST**

This site plan review checklist, as required by Chapter 149-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board action. The type of project proposed will determine the types of information required to review a site plan, therefore, a **preapplication conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all Site Review requirements. Please refer to the Site Review Regulations for full details.

APPLICANT: _____ File Number: _____

PROJECT TITLE: _____

PROPERTY LOCATION: _____ Tax Map: _____ Lot: _____

DATE OF PREAPPLICATION CONFERENCE: _____

	Yes	No	Provided?
1. Completed Application form w/checklist			
2. Payment of application and review fees			
3. List of abutters and two sets of mailing labels			
4. Fifteen copies of site plan w/scale of not less than 1"=50'. Plans shall contain the following items as appropriate:			
Location map w/3000' radius			
Proposed project name or title and planning file number			
Date and north arrow			
Existing surveyed property lines with dimensions and bearings			
Names of all abutting property owners			
Name and address of owners and/or applicants;			
Signature and stamp of NH licensed land surveyor and engineer			
Existing and proposed building and structure locations			
Depict all zoning and special district boundaries (conservation, wetland, groundwater protection, flood hazard, etc.)			
Specify proposed finished floor elevations of buildings			
Existing and proposed grade contours at two foot intervals			
Location and materials of all water mains and capacity needed			
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load			
Location and size of existing and proposed electric, telephone, gas, cable and other underground utilities			
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots			
Location of parking layout delineating spaces and arrangement; note addressing minimum required spaces			
Location and width of existing and proposed access/egress ways			
Location of proposed fire lanes			
Depict all existing and proposed easements			

	Yes	No	Provided?
Depict pedestrian walkways and handicapped access			
Depict all service, storage, loading bays and utility areas			
Details of existing and proposed landscaping, including screening considerations for parking and service areas			
Depict Flood Hazard Zones			
Existing natural features			
Depict the surface areas of water bodies and wetlands			
Depict the locations of wetlands and buffers			
Location of solid waste disposal facilities (dumpster, pad and screening, etc.)			
A colored architectural plan showing all sides of buildings			
Neighborhood plan showing how project relates to abutting uses			
A colored rendering of the streetscape that will be created along the existing public right-of-way			
Storm Water Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis			
Storm Water Management System Operation & Maintenance Plan			
Erosion and Sedimentation Control Plan			
ROW & pavement lines of existing abutting streets			
5. Additional Information if appropriate			
Traffic generation figures & impact			
Fiscal Impact Analysis (For more than 10 residential units)			
Waste water quantity & composition figures			
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs			
Depict 20 percent slope as required			
Ground and/or aerial photos of site and immediate area			
Location of proposed drive-in facilities			
Depict existing contours up to 100 ft. beyond project limits			
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required			

REVIEWED BY: _____ DATE _____

APPLICANT'S SIGNATURE: _____

APPLICANT RECEIVED COPY OF THIS REVIEW CHECKLIST? YES _____ NO _____

REMARKS: